

27 October 1976

OFFICE OF PERSONNEL MEMORANDUM NO. 20-12-18

SUBJECT : Travel and Transportation Expenses for Appointees

REFERENCES: (a) Title 5, U.S. Code 5723
(b) FPM 571-A-1/7

RESCISSION: OPM 20-12-9, dtd 8 Oct 69

1. Reference (a) authorizes reimbursement for travel expenses to individuals being appointed to the positions listed in Reference (b).

2. Reimbursement to appointees as designated in Reference (c) is for travel to Washington, D.C. from the appointee's actual place of residence at the time selected for appointment. Reimbursement will be governed as to amount and allowable items by Standardized Government Travel Regulations. Such reimbursement constitutes additional compensation (chargeable as object class 01) and is taxable.

3. Recruitment Officers and Professional and Clerical Staffing Officers are responsible for briefing candidates being considered for employment in positions for which travel and transportation expenses may be authorized. Each such candidate must be cautioned against commencing travel or shipping household effects prior to receiving written authorization to enter on duty. Accompanying the invitation to enter on duty will be Form 2789, Memorandum of Understanding Concerning Travel and Transportation Expenses, which should be completed and returned prior to entrance on duty.

4. Prior to transmitting the EOD letter to a professional or technical applicant, the Processing Assistant will obtain a Travel Order from the sponsoring operating component which will include certification of the availability of funds and, under the Requesting Official section, the approval of the official authorized to sign personnel action requests for that component. The Travel Order will be identified by the operating office's symbol and allotment number.

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The authorizing line will be left blank for signature in the Staff Personnel Division, Office of Personnel. For clerical applicants, the Clerical Staffing Branch will prepare the Travel Order. The regular payrolling of the individual concerned will determine whether claims are paid from vouchered or confidential funds. The employee's claim for reimbursement will be submitted by the employing office in the same manner as for other travel vouchers.

[Redacted Signature]

F. W. M. Jarney
Director of Personnel

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Attachment

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